**Draft** **Minutes of the Little Hoole Parish Council Meeting**

**held on Monday 10/04/2023, at Walmer Bridge Village Hall**

**In attendance:**

Cllrs L Dryden (Chair), D Owen, J Rainsbury, T Wilcock, C Foster,
Mr P Cafferkey (Clerk & Responsible Financial Officer); and one member of the public.

1. **Apologies for absence**
Cllrs D Rimmer & S Rainsbury
2. **To agree the minutes of the last Parish Council mtg held on 13th Mar 2023**
The minutes of the Parish Council meeting held on 13/03/2023 were accepted as a true record and agreed unanimously.
3. **To receive declarations of interest** - None
4. **Matters arising from the minutes***Parking outside Little Hoole Primary School (LHPS) (item 5 of last month’s minutes refer) –* The Chair stated that he had reported the faded zig zag road markings to Lancashire County Council (LCC) but as yet had heard nothing back. A councillor also reported that at school pick up time they had been walking past the school pushing a pram and that their way was blocked by a vehicle parked on the pavement and on the zig zag road markings. Cllr Owen, who is also a governor at LHPS, reported that the issue of the parking cones not being placed outside the school at drop off and pick up times was due to a lack of staffing resources.

**It was resolved** that the Clerk write to the Head Teacher of Little Hoole Primary School requesting he remind pupils’ parents / guardians of the need for safe parking outside of the school.
 *Flooding to road & pavement* near bus stop at Walmer Bridge Inn – It is understood LCC has inspected the road / pavement and a report to the parish council is awaited.
5. **Public Time - matters raised by member of public**The meeting was adjourned for public participation. One member of the public was in attendance and raised the following matter:
*Parking outside Little Hoole Primary School (item 4 also refers) –* the problem of parking on the zig zag markings had been reported by the member of the public to Lancashire Parking Services (LPS), including a bus parking on the zig zags. LPS had responded to the member of the public that they did not have the staffing resources to monitor all parking issues. However, it was reported that the bus no longer parks on the zig zags.
6. **Planning Applications**
	* 07/2023/00062/OUT. Land Adjacent To Langdale Brook Lane Little Hoole PR4 5JB. Outline application for up to 2 dwellings (all matters reserved) Resubmission of planning permission reference 07/2020/00295/OUT
	* 07/2023/00042/DIS. Sherwood Station Road Little Hoole PR4 5LE. Discharge of conditions 6, 8, 9 and 10 pursuant to planning permission 07/2022/00614/FUL for erection of replacement dwelling.
	* 07/2023/00128/DIS. Balls Farm Brook Lane Little Hoole PR4 5JB. Application to Discharge Condition Nos. 7 (RAM Method Statement) and 9 (Enhancement Plan) of planning permission 07/2022/00797/FUL.
	* 07/2022/00971/HOH. Banks Cottage Barn Dob Lane Walmer Bridge PR4 4SU. Extension to the rear (west) of granny annex, erection of detached garage/store to the rear of the main dwelling following demolition of existing outbuilding.
	* 07/2023/00215/DIS. Unit 1 Lesser Marsh House Farm Station Road Little Hoole PR4 5LH. Discharge of Conditions 3 (paved highway access), 8 (ecology) and 12 (Materials) of planning permission 07/2022/00913/REM.
	* 07/2023/00193/HOH. 38 Liverpool Old Road Walmer Bridge Preston Lancashire PR4 5GA. Proposed outbuilding to rear.
	The planning applications were noted and **it was resolved** that no representation would be made.
7. **To approve payments transacted through the bank Mar 2023**

|  |
| --- |
| **Current a/c Mar 2023** |
| 1-Mar-23 | EASYWEBSITES-8GW6E |  £ 27.60  | Monthly website charge |
| 10-Mar-23 | INV REF 17191 |  £ 966.30  | Greenbarnes, aluminium posts for notice boards |
| 10-Mar-23 | 120PN027909802310 |  £ 23.53  | Tax to HRMC re Clerk’s pay for month of Dec 2022 |
| 23-Mar-23 | CLERK&RFO |  £ 153.46  | Net pay to Clerk for Feb work |
| 24-Mar-23 | LBKVCLITTLEHOOLE |  £ 25.00  | Lancs Best Kept Village entry 2023 |
| 24-Mar-23 | DEFIBPARTS |  £ 324.00  | Replacement Battery and Pads for Defibrillator at Walmer Bridge Village Hall |
| 31-Mar-23 | Unity Trust Bank |  £ 18.00  | Unity Trust Bank Service Charge  |
| **Instant Access a/c Mar 2023** |
| 31-Mar-23 | Unity Trust Bank  | -£ 87.86 | Credit Interest |

**It was resolved** that the above payments be approved.

1. **Payments for approval**

**It was resolved** that the Clerk’s claim for Mar 2023 of 16.69 hours and mileage of 12 miles be approved**.**

1. **Payments approved by email or pre-approved and retrospectively noted** - None
2. **Financial Statement as at 31/03/2023**A detailed financial statement was presented to the Parish Council showing the following balances as at the end of the financial year 31 March 2023:
 current account balance of £41,429.87
 deposit account balance of £18,808.88

Gross expenditure for the year was £27,942.04
Gross Income for the year was £46,718.37
Net Income for the year was £18,776.33

The net income is largely the result of a receipt of £24,008.78 relating to the Community Infrastructure Levy.

**It was resolved** that the financial statement be approved.

1. **Budget 2023-24**As the new financial year (2023-24) had started the Clerk reminded the council that they had set an expenditure budget for 2023-24 of £30,724.00.

In view of the new budget **it was resolved** that the council would encourage community groups to apply to the council for grant monies. The Clerk agreed to draft a news item for the website.
2. **Update Re Elections**The Clerk reported that the parish council election was to be uncontested (i.e., only seven nominations received for the seven places available). Of the seven existing councillors, six had submitted a nomination. Cllr Rimmer had not submitted a nomination for the new term of office, but a nomination had been received from Sara Rostgaard Evald.
3. **Update to Asset Register
It was resolved** that the Defibrillator (located outside SPAR), which had been purchased in June 2022, needed adding to the asset register.
4. **Review of Access to Parish Council Bank Accounts**The list of names with access to the parish council bank accounts, as provided by the Unity Trust Bank, was reviewed by all present. It was noted that Cllr Owen had access to the bank account but that his name was not listed. Conversely, Cllr J Rainsbury’s name was listed but he stated he could not access the bank account. **It was resolved** that the Clerk would follow up the list of signatories with the Unity Trust Bank and report back to the council.
5. **Review of Bank Standing Orders and Direct Debits**The Clerk provided a list of the direct debits on the current account and the Instant Access Account, as printed from the Unity Trust Bank website. The list shows there are only two direct debits set up on the current a/c, a monthly charge of £27.60 for the maintenance of the council’s website, and an annual charge of £35.00 to the Information Commissioner. There are no standing orders set up for the current account. There are no direct debits or standing orders set up for the Instant Access a/c.

**It was resolved** that the direct debits be approved as correct.
6. **LALC (Lancashire Association of Local Councils / (NALC) National Association of Local Councils)**The Clerk reported that the annual subscription for LALC/NALC was due at a cost of £416.93. **It was resolved** that the council would continue with its LALC/NALC subscription.
7. **Future Projects**
	* *Community Garden:* it is proving difficult to get a contractor to undertake the required work on the community garden at a reasonable price. However, the Chair announced that a local resident (retired builder) has shown an interest in carrying out the work. **It was resolved** that a price would be obtained from the local resident and that approval to start the work could be made via email from Councillors.
	The Christmas tree is due to be planted in the community garden.
	* *Diamond Jubilee Tree:* the tree is due to be planted next week.
	* *Circular Planters:* Cllr Dryden stated that in the absence of a Lengthsman he will tidy the planters.
	* *CIL monies:* no update
	* *Children’s Summer Activites:* Council indicated its intention to fund summer activities (e.g. bouncy castle & climbing wall) during the summer school holidays, similar to last year, but with an increase in the number of days.
	* *Feature to Entrance to Dob Lane Park:* SRBC (as owners of the park) has emailed to confirm that they are happy for the parish council to progress this project provided they can still access the park with machinery. They would like the council to provide some proposals. **It was resolved** that the council would approach LHPS to see if the pupils would be interested in working on a design for the feature.
	* *Refresh/Refurbishment of Bridge* over the Brook (next to Walmer Bridge Inn): no update, although Cllr Foster reported that the trash screen was blocked by a large piece of tree. Cllr Dryden agreed to contact LCC.
	* *Wild Flowers, Dob Lane Park :* SRBC has responded to the council’s request to plant wild flowers in the area on the strip of land to the left as you go through the entrance gate. SRBC has requested a map of the area requested to be planted. Cllr Dryden agreed to forward a map to Cllr Wilcock for her to liaise with SRBC
8. **Correspondence –** a letter had been received from Carol Bimson (Walmer Bridge Village Hall Cttee), who oversees the two defibrillators in the village. Carol thanked the Parish Council for it’s financial support in funding the replacement parts for the defibrillator located at the village hall.
9. **Date & Time of Next Meeting**To be confirmed